

P3 / SURETRAK the “EASY WAY”, A CPM Scheduling Tool.

During the course of the past few years, reviewing Critical Path Method project schedules has become one of the more challenging aspects of construction administration. This phenomenon is primarily due to the many interpretations of the CPM Specifications by those individuals creating the CPM Schedule.

Therefore, what follows is a method of creating and submitting a CPM Schedule that will be both functional and in accordance with current specifications.

When you begin to create a schedule utilizing P3 / SURETRAK, do not use the Wizard. The SURETRAK Wizard will direct the scheduler to perform functions that will cause the CPM to be unmanageable, and in some instances unusable.

1. Create Work Units

In SURETRAK set the format to Concentric P3. Set the Work Units to days, not hours.

2. Create the CALENDARS as follows:

A. Global Calendar

This calendar should indicate No Holidays, No Weekends, No Exclusions. Every day is a workday. (Leave the Global Calendar blank!)

B. Calendar No. 1

The P3 / SURETRAK systems use Calendar No.1 as the Default Calendar to calculate time. Therefore, you should create Calendar No.1 as a Seven-day calendar. Such items as MOBILIZATION, M.O.T. Lump Sum, EROSION CONTROL Lump Sum are examples of on-going Seven Day per week items.

C. Calendar No. 2

This Calendar is the 5 or 6 DAY Working Calendar. This calendar is the actual working calendar for the items to be constructed or items on which work is being performed Monday through Friday (Saturday). Here is where you identify the Holidays and Weekends, (non-work periods). Other Calendars may be created to reflect multiple crews, but generally, two Calendars will be sufficient to plan an acceptable schedule.

3. Organizing the Project

When you begin to identify Activities, Calendars Phase of MOT, Resources, etc., it is time to Organize the project. Organize by Project and place Top in the

appropriate box for Total to appear at the Top of the work sheet. This method will assist you in keeping an account of the total workdays at the Top of your work as you begin to add activities and workdays to the schedule.

NOTE: You must organize using Activity Data Items. Highlight the proper 'Button' at the top of the Organize menu. Do not organize the project by Outline or WBS. If you organize by outline or WBS the format will not be according to the CPM specifications.

4. Activity Items

Assign Activities to M.O.T. Phase Codes to make the project easier to create and analyze. First, create an Activity Code of Phase, then, assign a description of Phase I, Phase II, Phase III, etc. In this way, each Work Activity can be assigned to the proper Phase of work. Assign Activity Items as Task, not as Independent.

5. Float

A certain amount of Float can be good, however you must be aware of Total Float, as it can cause some problems. Open-ended Activities with no apparent Successors can cause Float to extend too far into another Phase and possibly cause work to be out of synchronization with the overall project.

6. Predecessors & Successors

Pay particular attention to the relationships between activities. Do not overwhelm the schedule with unnecessary relationships. For example, not everything needs to be tied to the Notice to Proceed.

7. Resources

Identify and assign Resources such as Asphalt crews, Pipe crews and Curb crews.

8. Budgeted Costs

Although the F.D.O.T. no longer monitors Delinquency based upon a monetary value, it can be a benefit to Cost Load the work activities. It will assist you in tracking your income and "resources."

These instructions are intended to make your job as a Scheduler easier, while creating the schedule. If you follow these hints, it will assist the Reviewer in analyzing the CPM Schedule.